

## EDITED KSA LISTING

### CLASS: ASSOCIATE PERSONNEL ANALYST

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1	Comprehensive knowledge of principles and practices of personnel management in order to effectively perform personnel program functions (e.g., job analysis, position allocations, consultations, exam planning, adverse actions, salary determinations, etc.).
K2	Comprehensive knowledge of classification and pay principles in order to analyze the duties of a position (allocate and describe), establish proper salary levels, conduct classification and pay surveys, approve T&D and out-of-class assignments, etc.
K3	Technical knowledge of Employee Relations (e.g., grievance issues, MOU's, etc.) and employee performance evaluations in order to provide sound personnel management advice.
K4	Technical knowledge of test construction in order to design and produce materials and conduct examinations for various classifications.
K5	Basic knowledge of principles, practices, and trends of personnel administration, organization, and management as related to the Personnel Management Program.
K6	Basic knowledge of math as it relates to the personnel matters (e.g., salary determination, examination scoring, etc.)

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#	Knowledge, Skill, Ability
Skill to:	
S1	Skill to apply principles and practices of personnel management in order to effectively perform personnel program functions.
S2	Skill to perform research to apply to personnel program functions.
S3	Skill to interpret and apply laws, rules, regulations, policies, procedures, MOUs, etc., as it applies to the Office of Personnel Management functions.
S4	Skill to develop and/or administer training (formal and informal) as it relates to the Office of Personnel Management functions.
S5	Skill to evaluate qualifications of applicants and interview effectively (examination setting) to ensure compliance with laws, rules, regulations, procedures, etc.
S6	<b>Skill to act as a lead person, to provide instruction and/or guidance in order to facilitate projects and/or assignments related to the Office of Personnel Management.</b>
S7	Skill to independently make decisions and provide recommendations on various aspects of personnel management.
S8	Skill to clearly communicate (verbally and/or written), present ideas and information regarding the Office of Personnel Management functions.
S9	Skill to analyze and solve technical issues related to the Office of Personnel Management functions.
S10	Skill to analyze data as it relates to the Office of Personnel Management functions.
S11	<b>Skill to prioritize workload in order to meet deadlines.</b>

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#	Knowledge, Skill, Ability
S12	<b>Skill to make mathematical computation as they relate to the Office of Personnel Management functions.</b>

  

Ability to:
A1      Gain the confidence and cooperation of others in order to establish and maintain good working relationships.
A2 <b>Work under pressure in order to meet the needs of the Department.</b>
A3 <b>Adapt to changes to meet the needs of the Department.</b>

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#	Knowledge, Skill, Ability
<b>Working Conditions:</b>	
WC1.	<b>Willingness to travel to and work in a correctional setting.</b>
WC2.	Willingness to abide by and adhere to departmental safety and security policies and procedures/provisions applicable to specific work tasks performed.
WC3.	Willingness to accept constructive criticism and corrections in order to work cooperatively with others.
WC4.	<b>Willingness to comply with tuberculosis screening requirements.</b>
WC5.	Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections and Rehabilitation: reliability, punctuality, honesty, integrity, empathy towards others, and maintain a calm and professional demeanor without extreme emotional reactions.
WC6.	Willingness to have and maintain a neat personal appearance and hygiene.
WC7.	Willingness to interact professionally by promoting positive, collaborative, working relations among others (e.g., public, contract staff, inmates, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC8.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)
WC9.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to others (e.g., employees, outside consultants, and/or members of the public, etc.)
WC10.	Willingness to respond to changes in the workplace in a positive, professional manner.
WC11.	Willingness to work in a team environment, including inter-disciplinary teams with other professional staff to complete assigned work tasks.

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#	Knowledge, Skill, Ability
<b>WC12.</b>	<b>Willingness to work around peace officers armed with chemical agents and/or weapons.</b>

Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as an Associate Personnel Analyst.